

# PARKING AUTHORITY OF BALTIMORE CITY

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## JOB ANNOUNCEMENT

**Announcement #:** FINPN111  
**Job Title:** Accountant II  
**Department:** Finance  
**Pay Grade:** A05 Non-Exempt  
**Salary Range:** \$17.20 to \$27.52 Hourly  
**Reports To:** Chief Financial Officer  
**Closing Date:** March 8, 2013

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### GENERAL DESCRIPTION

The Parking Authority of Baltimore City has an opening for an Accountant II. The Accountant II performs a full range of accounting work involving the review of source documents used for accounting, the maintenance of ledgers, registers, or other records of initial entry, the maintenance of control accounts, and the preparation of periodic and special financial reports. Work includes the analysis and reconciliation of records, statements, journals and vouchers and the preparation of technical reports for use by other personnel in controlling the use of all funds. Responsible for the daily transactions of the monthly parkers in the multiple parking facilities. This includes collecting, verifying and posting all payments. Maintain all data relative to the monthly parkers and group accounts which includes: compile and prepare daily cash deposit slips, prepare parkers monthly invoices, prepare and process the monthly parking tax reports, prepare all accounts payable requisitions, change orders and journal entries and process all operator and vendor invoices related to the facilities. Assist in preparation of financial reports, and assist customers and employees on a daily basis. Work is performed in an office and requires moderate physical exertion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**This list is not inclusive and this position may require related duties not listed, if necessary, to accomplish the work of this organization:**

- Compiles, classifies, records, verifies, and maintains data and payments to accounts payable and receivables records.
- Verifies and posts details of business transactions, such as funds received and disbursed, and total accounts to ledgers or computer spreadsheets and databases.
- Prepare and process daily lockbox, Electronic Fund Transfers, and credit card payments.
- Reconcile various accounts, and/or bank statements.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Enter data and/or process transactions using computers and computer systems
- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

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- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Entering, recording, or maintaining information in written or electronic form.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Answers all accounts payable and receivable inquiries and complete follow ups.
- Works independently initiating and accomplishing tasks while providing responsive and timely feedback on status and progress of activities.
- Completes other duties as assigned/required by upper management.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting principles and practices, and the analysis and reporting of financial data
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files, and records, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer service.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to establish and maintain effective working relationships with personnel from other City agencies, members of the business community and the general public.
- Ability to work independently.
- Ability to read and interpret financial reports.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to multi-task and prioritize work activities.

**Computer/Software Skills:** Must have basic typing skills, and be proficient in Microsoft Word, Excel and PowerPoint. Must have experience with GP Dynamics Financial Software. Must have experience with database management programs as well.

**Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra.

**Reasoning Ability:** Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **AND EXPERIENCE REQUIREMENTS**

Associate's degree (A. A.) or equivalent from two year college or technical school; and two to four years related experience and/or training; or equivalent combination of education and experience. Equivalent combination of education and experience will be considered.

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Those eligible candidates who are under final consideration for employment will be required to authorize the release of criminal conviction information from the Maryland State Police. Final candidates will be required to take a computer skills test. Final candidates will be required to complete a PABC job application and submit proof of education and training qualifications.

**Submit Resume and Cover Letter by Closing Date to PABC c/o Employment Opportunities, 200 W. Lombard Street, Suite B, Baltimore, MD 21202 or via email to**

**[EmploymentOpportunities@bcparking.com](mailto:EmploymentOpportunities@bcparking.com)**

Created February 12, 2013

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, sexual orientation or veteran status.

The Parking Authority is a smoke-free and drug-free workplace.

We encourage a diverse work environment.